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MINUTES

OF THE

CIA CAREER SERVICE BOARD

8th Meeting, 2 July 1953, 4:00 P.M.
DCI's Conference Room, Administration Building

Present: Lyman B. Kirkpatrick, Inspector General, Chairman
L. K. White, Acting DD/A
Richard Helms, Ch/Operations, Alternate for the DD/P
[redacted] AD/Commo
Sherman Kent, AD/NE
Matthew Baird, D/TR
Lawrence Houston, General Counsel
[redacted] Asst. for Administration (DD/I),
Alternate for DD/I
[redacted] Deputy Chief, PP, Alternate for Chief, PP
[redacted] Assistant General Counsel
[redacted] Executive Secretary
[redacted] Reporter

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1. Minutes of 7th meeting of the CIA Career Service Board, held 21 May 1953, were approved without change.
2. The Board nominated Mr. Huntington Sheldon, AD/CI, to serve as rotating member from the DD/I for the period 1 July 1953 through 31 December 1953, vice Mr. Sherman Kent, AD/NE, whose term expired 30 June 1953. The Chairman will present the nomination to the Director for approval.
3. The Board agreed that the statement of actions taken by the Steering Group would stand approved by the Board. If there are later objections, they will be raised with the Chairman and the Board will take the necessary action.
4. The Board approved, in principle, the Staff Study "Career Development Slots," dated 26 June 1953. It was agreed that further implementation will depend upon developments in the Agency's over-all T/O and strength situation.

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5. The Board discussed the interim report of the Professional Selection Panel "Process of Selecting New Career Employees," dated 17 April 1953. For the information and guidance of the Panel, it was agreed to provide the Panel with that portion of the transcript of this meeting which presents the discussion of its paper.

6. The Board reviewed information concerning the Professional Selection Panel's decision on Case Number 48. It was agreed to set aside the Panel's decision and authorize the DD/P to continue with the employment processing. It was established that this action by the Board should not be construed as a reversal of the Professional Selection Panel since the action was based on information which was not available to the Panel at the time of its decision.

7. The Board approved the "Insurance Task Force Recommendation," dated 16 June 1953. The Chairman noted that the Insurance Task Force had forwarded a memorandum to the ADD/A, for his signature, which would place the recommendations in a formal status in order to obtain the Director's approval for employing the recommended consultants.

8. The Board recognized the request from the DD/I for a Board review of the Professional Selection Panel's decision in Case Number 49. The case was referred to the Steering Group for consideration at its meeting of 13 July 1953.

9. The Board discussed the proposed CIA Executive Inventory. It was agreed that there would be special meetings of the Board on 16 and 23 July 1953 for the purpose of activating the program. [The meetings were actually held on 23 and 27 July 1953.]

10. The Chairman suggested that it is highly desirable for the CIA Career Service Board to communicate its general philosophy to the Office Boards. To this effect, he presented to the Board a draft of a letter from the Chairman, CIA Career Service Board to the Chairman of each Office Career Service Board. The draft of the letter was approved, and the Executive Secretary was requested to prepare and distribute it to all Boards. (CIA Career Service Letter Number 1, dated 10 July 1953)

11. The Chairman reported to the Board that he had prepared a broad outline of the proposed paper "What Career Service in CIA Means To You." This outline will be given to the Information Task Force for their guidance in preparing the publication. The Task Force has been given a deadline of 1 September 1953 for completion of the project.

- 2 -

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Security Information

12. The Board agreed to appoint a Legislative Program Task Force with representatives from the DD/A, DD/I and DD/P complex to work with the General Counsel and the Chairman, CIA Career Service Board, in preparing a program of legislation to be presented to the Second Session of the 83rd Congress.

13. The meeting was adjourned at 1700 hours.



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Executive Secretary

- 3 -

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2 July 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Meetings of the Steering Group of the CIA Career Service Board

Meeting of 11 May 1953

Present: Kirkpatrick, Baird, [redacted] Morris,

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The Steering Group:

a. Discussed a new Policy for Training at Non-CIA Installations presented by the Director of Training and agreed that this should be placed on the agenda for the meeting of the Board to be held on 21 May 1953.

b. Discussed and revised the draft of the Staff Study on the Executive Inventory and referred it to the meeting of the Board to be held on 21 May 1953.

c. Considered the problem of carrying out the decision of the Board of 10 March 1953 concerning an insurance program for CIA personnel and agreed to setting up a Task Force composed of Messrs. [redacted] and [redacted] responsible to the Board, to conduct the necessary studies and make recommendations.

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Meeting of 1 June 1953

Present: Kirkpatrick, [redacted] Helms, [redacted]
Morris, [redacted]

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The Steering Group:

a. Approved the "Policy Governing Training at Non-CIA Facilities" which had been revised by the Director of Training as a result of the discussion at the Board meeting on 21 May 1953 and requested the Office of Training to prepare a Regulation incorporating this policy.

b. Approved the proposal that a Task Force composed of Messrs. [redacted] be created to prepare for the Board the draft of the statement "What the CIA Career Service Means to You". During the course of preparing this, it was felt that a realistic approach would uncover and help to establish priorities on problems of the career service which needed solution. The target date for completion of the statement is 1 September 1953.

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Security Information

c. Approved the Staff Study on the Executive Inventory which had been referred by the Board on 21 May 1953 to the Steering Group and instructed the Executive Secretary to work out further details for putting the plan into effect.

d. Reviewed Cases 38 and 48 requested by DD/P on behalf of TSS. These individuals had been declared unsuitable for long-range career employment in CIA by the Professional Selection Panel. The cases were presented to the Board by [redacted] Chairman of the Professional Selection Panel. Of the eight persons present eligible to vote, two persons disqualified themselves because of their close association with the Cases. The Steering Group voted 6 to 0 to uphold the decision of the Panel with respect to Case 38. /This recommendation was subsequently made to the Director who approved the recommendation of the Board that this individual would not be employed in any capacity by CIA. / The Group agreed that the information and evidence in Case 48 was inconclusive and requested [redacted] Chairman of the Panel to confer with the Chief, TSS to develop further information.

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Meeting of 15 June 1953

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Present: Kirkpatrick, Baird, [redacted]
[redacted]

The Steering Group:

a. Recommended that the Chairman of each Office Career Service Board have a Career Service Reference Book similar to those of the CIA Career Service Board members.

b. Reviewed the Staff Study "Letter of Commendation" prepared by the CIA Honor Awards Board and

(1) Requested that the Board revise one paragraph to ensure that there was no conflict between the proposed Letter of Commendation and other congratulatory or courtesy letters which would be signed by the Director.

(2) Requested that the Honor Awards Board and the Incentive Awards Committee jointly review the Regulations with respect to:

(a) the most efficient means of obtaining over-all objectives in the honor and incentive field,

(b) assurance that there is neither overlap nor duplication in functions and procedures and

(c) assurance that responsibility for every phase of these fields is assigned to either one or the other of the groups concerned.

-2-

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e. Considered the Working List #1 of the Professional Selection Panel, "Qualities Bearing on Suitability for Career Service in CIA"; revised the list in some respects and agreed to forward a new Working List #2 to all Career Service Boards for their comments and suggestions.

e. Approved modifications in the procedure for requesting a review of adverse Panel decisions, 1. e.,

(1) Requests for review must be filed with the Chairman, CIA Career Service Board within ten workdays after receipt of official notice from the Executive Secretary of the Panel, and

(2) The Chairman of the Panel and only he is authorized to discuss the basis of Panel decisions with the Assistant Director or Deputy Assistant Director who has jurisdiction over the individual.

f. Approved the proposed Agency Notice on the Professional Selection Panel.

g. Noted that the Director had approved the plan for the Executive Inventory.

h. Directed that the Executive Secretary prepare a paper to be placed on the agenda for the next meeting of the Board concerned with the development of a Legislative Program.

/s/

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